

# THE UNIVERSITY *of* MONTANA WESTERN

## DINING SERVICES

### Vacancy Announcement

#### TEMPORARY CULINARY PROFESSIONAL II

**Department:** Dining Services

**Position:** Temporary Culinary Professional II

**Wage:** \$16.15

**Union Affiliation:** MFPE

**Starting Date:** March 11, 2024

**Posting Date:** February 26, 2024

**Benefits Include:**

- insurance package,
- mandatory retirement plan,
- dependent partial tuition waiver,
- faculty/staff tuition waiver,
- wellness program,
- pro-rated annual and sick leave,
- Public Employees Retirement (PERS), optional.

#### Description

Act as lead cook by scheduling daily food preparation, developing recipes, maintaining inventory, monitoring workflow, and training and supervising other cooks and culinary associates. Prepare quantities of food items such as salads, soups, and entrees from established menus and recipes; clean and sanitize equipment, utensils, and coolers/freezers; and properly store items according to health codes. Record daily meal counts and assisting with inventories. Performs the duties of Cook I.

Uphold the exceptional food quality, quantity, and presentation standards for menu items, using methods including batch cooking and just-in-time preparation methods. Present suggestions for new menu items and recipes. Continually strive to improve customer service experience.

Meal preparation for all meal services and catered events. The Cook II works in conjunction with the other cooks for the preparation and service of meals served in the cafeteria and/or catered events as required by the needs of the business. Prepare and serve breakfast, lunch, dinner meals; bakery and salad prep; and catered functions.

Responsible for checking menus and catering boards for items that need to be pulled from the freezer and foods that must be prepped the day before for team members working the next day. Communicate to make sure all special food items are in stock when needed.

Enforce all ServSafe food safety procedures relating to food handling, storage, time, and production techniques including maintenance of clean and organized work areas.

Follow standardized recipes for posted menu to best of ability. Perform effective food cost practices

Including the use of leftovers, daily specials, and accurate production techniques. Collaborate with Cook III in planning weekly menus to assure timely use of frozen foods and leftover items. Ensure all items are labeled with legible descriptions and date they were placed into the cooler or freezer.

## Requirements

Two years commercial food experience.

Ability to work unsupervised and complete work assignments within assigned timeframes.

Ability to follow established procedures and verbal or written instructions. Ability to communicate effectively both verbally and in writing.

## Preferred

High school diploma or equivalent.

## Application

Review of applications will begin immediately, but will remain open until the position is filled.

### A complete application Includes:

1. **Letter of Interest** – A general letter salutation such as “Dear Search Committee” or “Dear Hiring Manager” is acceptable.
2. **Professional References** – Names and contact information for three (3) professional references.

To apply, send all application materials to Kelly Graham at [Kelly.graham@umwestern.edu](mailto:Kelly.graham@umwestern.edu)

\*Please note: only five (5) attachments are allowed per application. Please combine documents accordingly.

\*\*Applying through Indeed.com or easy apply through Indeed.com may result in submission of an incomplete application. Applications may be removed from full consideration if they are not complete with materials listed above under the "How to Apply" section. It is the responsibility of the applicant to ensure complete application materials are submitted and received by the date listed above.

## The University and Dillon Area

The University of Montana Western is a dynamic, innovative, undergraduate university with over 70 full-time faculty and over 1,200 students. It is located in Dillon, Montana in the scenic Rocky Mountains and has been awarded numerous top national rankings for delivering high quality, affordable education.

Montana Western is the only public four-year college in the nation offering *Experience One (X1)*, experiential learning delivered on the block schedule. Class sizes are small and students take a single course at a time, three hours each day for 18 days, before moving on to the next course. Each course is four credits and four blocks are offered each semester. The block schedule facilitates field and lab work, undergraduate research, study travel, and interdisciplinary teaching. Montana Western’s faculty strongly believe in mentoring and inspiring students, and assisting them in the transition from university life to professional careers.

The University of Montana Western is an integral part of the Dillon Community. With a population of 5,000 people, Dillon is known for outstanding public schools, safe environments, recreational opportunities, and an excellent quality of life.

*The University of Montana Western is an equal opportunity/affirmative action employer and encourages applications from qualified women, minorities, veterans and people with disabilities.*

**Criminal Background Investigation is required prior to the Offer of Employment** In accordance with University regulations, finalists for this position will be subject to criminal background investigations. **ADA/EOE/AA/Veteran's Preference** Reasonable accommodations are provided in the hiring process for persons with disabilities. For example, this material is available in alternative format upon request. As an Equal Opportunity/Affirmative Action employer, we encourage applications from minorities, veterans, and women. Qualified candidates may request veterans' or disabilities preference in accordance with state law. **References:** References not listed on the application materials may be contacted; notice may be provided to the applicant. **Testing:** Individual hiring departments at UMW may elect to administer pre-employment tests, which are relevant to essential job functions. **Employment Eligibility:** All New Employees must be eligible and show employment eligibility verification by the first date of employment at UMW, as legally required (e.g., Form I-9).